

## APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address Department of Finance Division of Accounting 2100 W. Peachtree Street Peachtree Summit Building Atlanta, Georgia 30365		FOR RECORDS MANAGEMENT DIVISION USE Date Received      Application No.      Date Completed SEP 29 1982      82-552      OCT 15 1982	
4. Person to Contact Lillie Drayton or Joyce Brown		5. Working Title Project Accounting	6. Telephone Number 586-5127
7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest      Latest 1975      Present	9. Records Series Title (followed by title used in office, if different) Contract Files - Project Accounting		
10. Division and Office Function      What is the function of the Division and the Office in which this record series is created?  The Division of Accounting is responsible for the accurate recording and timely reporting of all financial transactions affecting the operations of the Authority's transit services and activities; and the development of new systems and facilities. Specifically, the division is responsible for maintaining credibility and timely reporting of financial transactions; defines, develops and implements such systems and procedures as necessary to control and account for all operations and activities of the Authority; maintains payments, federal and state requirements. Providing timely responses to requests for non-routine information or analysis is an additional responsibility of this division along with maintaining a formal accounting system in accordance with accepted procedures and instructions.			
11. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: Contracts & Agreements  Included are: This series consists of records pertaining to contracts and agreements, board authorizations, UMTA approvals, executed change orders, and amendments to the contracts, special payment instructions; payments made against the contract, special conditions and payment references.  File is arranged: Files are set up according to contract title (name) and by contract number.			
12. Monthly Reference Rate      How often are records referred to which are: One to six months old <u>2</u> ; Seven to twelve months old <u>2</u> ; Thirteen to twenty-four months old _____ ; twenty-five months and older <u>7</u>			
13. Annual Rate of Accumulation of Records Letter-size drawers <u>1</u> ; Legal-size drawers _____ ; Shelves _____ ; Other (specify) _____			

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 15. Retention Requirements

The following requires the series to be kept:

- |                          |                 |                                   |                 |
|--------------------------|-----------------|-----------------------------------|-----------------|
| a. State Law             | _____ years.    | d. Audit period                   | _____ years.    |
| b. Statute of limitation | <u>6</u> years. | e. Administrative need            | <u>X</u> years. |
| c. Federal law           | _____ years.    | f. Federal retention instructions | _____ years.    |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Retain files in the office until the contract is completed and officially closed out; then transfer to the records center until UMTA's audit is complete or three years after the final project financial report is sent to UMTA or whichever comes first.

#### 16. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other Contract completion and then, close-out

☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then

☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then

☒ Transfer to MARTA Records Center; hold 6 year(s); then

☐ Destroy.

☐ Transfer to State Archives for permanent retention.

☒ Other (Specify) (See Above.) The Division of Accounting and Office Audit will verify that all UMTA audit requirements have been met prior to destruction of records.

These instructions apply to all prior and future accumulations of the series

(Indicate briefly rationale for recommendations above or write additional remarks):

#### 17. APPROVALS

Approved	Department Records Management Officer	Date	Approved	Legal Counsel	Date
	<u>nee Myrna Kleiger</u>	<u>8/25/82</u>		<u>Brenda K. Pollard</u>	
Approved	Division Head/Designee	Date	Approved	Division of Audit	Date
X	<u>Raylene Spent</u>	<u>8/30/82</u>		<u>L. Burt</u>	<u>9/16/82</u>
Approved	Department Head/Designee	Date	Approved	Department of Archives and History	Date
X	<u>[Signature]</u>	<u>8/30/82</u>		<u>Edward Weller</u>	<u>10/14/82</u>
Approved	Records Management Analyst	Date	Approved	MARTA Management Advisory Committee	Date
	<u>Regina H. Finkler</u>	<u>8/31/82</u>			